

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

September 16, 2010

**SUBJECT:** TRANSCRIPTIONS OF RECORDED INTERVIEWS - ESTABLISHED

**PURPOSE:** The District Attorney's (DA) Office is entrusted with the prosecution of defendants in court proceedings. This often requires that the assigned investigating officer (I/O) provides transcriptions of all recorded interviews associated with homicide and major crime investigations to either the DA's Office or a defense attorney.

**Note:** The Department **does not** transcribe recordings for felony cases which have not proceeded past the preliminary hearing. If the DA or defense attorney desires recorded interviews to be transcribed prior to the preliminary hearing, they should be provided with a copy of the recorded media and requested to obtain their own transcription services.

**Exception:** With the approval of the Assistant Commanding Officer, Detective Bureau (DB), recorded interviews involving high-profile cases or extraordinary circumstances may be transcribed prior to the preliminary hearing or a juvenile adjudication hearing.

This Order rescinds Operational Order No. 2, *Request for Transcriptions of Tape-Recorded Interviews*, dated January 9, 2001, incorporates language from Operational Order No. 2 and adds Section 3/569.50 to the Department Manual.

**PROCEDURE:**

**I. TRANSCRIPTIONS OF RECORDED INTERVIEWS - ESTABLISHED.**

This Order establishes Section 3/569.50 of the Department Manual, *Transcriptions of Recorded Interviews*.

**II. INVESTIGATING OFFICER'S RESPONSIBILITIES.** When an I/O determines the need for a transcription of a recorded interview, the I/O shall initiate an Intradepartmental Correspondence, Form 15.02.00, from their commanding officer, addressed to the Assistant Commanding Officer, DB. The Intradepartmental Correspondence shall contain the following information:

- \* The type of crime (e.g., homicide, robbery or rape);
- \* A brief reason for the request;
- \* Name of the magistrate and/or Deputy DA requesting the transcription;

- \* Name of the victim, suspect, or witness interviewed on the recorded media;

**Note:** Officers shall follow existing Department procedures in circumstances where there is a need to keep the victim's identity confidential (e.g., sexual assault, domestic violence, and child abuse).

- \* Division of Records (DR) Number;
- \* Court case number;
- \* Number of recordings, length of recording in minutes, and recorded media number(s);
- \* Name, serial number, and telephone number of the I/O requesting the transcription;
- \* Language translation required; and,
- \* Due date (the date set by the court or prosecuting attorney to meet statutory discovery requirements).

Once approved by the I/O's commanding officer, the I/O shall:

- \* Submit any original recorded media to Scientific Investigation Division (SID) for storage, as indicated in Department Manual Section 3/569.40;
- \* Ensure that SID prepares a duplicate of the original recorded media for transcription purposes; and,

**Note:** If the I/O needs a duplicate of the recorded media for the case package, it should be requested at this time.

- \* Submit the duplicate recorded media, along with the approved Intradepartmental Correspondence, to Investigative Analysis Section (IAS), DB.

**III. COMMANDING OFFICER'S RESPONSIBILITY.** Commanding officers shall ensure that all requests for transcriptions of recordings are reviewed, and if approved, sign and forward the Intradepartmental Correspondence, addressed to the Assistant Commanding Officer, DB. The request shall be prioritized, based on divisional needs.

**Note:** "Rush" orders increase the costs of transcriptions. Therefore, requests shall be made as early as possible to decrease the need for rush orders.

September 16, 2010

**IV. ASSISTANT COMMANDING OFFICER'S, DETECTIVE BUREAU, RESPONSIBILITIES.** The Assistant Commanding Officer, DB, shall:

- \* Establish appropriate tracking and control systems within IAS, DB, to coordinate the processing of requests received from I/Os;
- \* Review all requests for transcriptions;
- \* Approve or disapprove the request for a transcription;
- \* Cause the assigned I/O to be notified of the approval or disapproval, and arrange for the transcription to be completed, if approved; and,
- \* Coordinate and process all billings for transcription services.

The Department will not pay for transcription fees, unless prior approval from the Assistant Commanding Officer, DB, has been obtained. Any questions related to recorded media transcriptions should be directed to IAS, DB, and not the transcription company.

**AMENDMENT:** This Order adds Section 3/569.50 to the Department Manual.

**MONITORING RESPONSIBILITY:** All commanding officers shall have monitoring responsibility for this directive.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

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